

**VACANT POSITION**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>**  
**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:**  
**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or the HUMAN RESOURCES OFFICE**  
**CLOSING DATE: NOVEMBER 30, 2022**

Job Title: Administrative Assistant II (Position #1306)  
Salary: Pay Grade 12; Hiring Rate \$37,668.80  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8:00 am – 5:00 pm; M-F; occasional overtime required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma (or GED equivalent) required with a minimum of three to five years of general office, clerical, bookkeeping and/or accounting experience (or similar); or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities for this position.

**GENERAL STATEMENT OF JOB:** Under limited supervision, this position is responsible for performing administrative support staff duties which includes clerical and accounting functions. Duties include typing, operating a computer, maintaining files, coordinating calendars and schedules of managers, completing various reports and documents, and answering and directing telephone calls. This position may also be responsible for assisting the general public with questions and inquiries. Reports to the Community Development Director.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which includes telephone, printer, facsimile machine, copier, personal computer, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Collects applicable fees for new and renewed business registrations and alcohol beverage sales; prepares and mails business registration applications; makes appropriate computer data entries; prints and mails certificates; maintains business registration files. Monitors past due businesses. Monthly reporting of all new, closed, renewed businesses to County Manager and Tax Assessor's office. Responsible for submission of the Immigration reporting for all businesses registered in the county from December 1-Nov 30 to the finance department on an annual basis. Submits required information for all non-citizens to the U.S. Citizenship and Immigration Services.

Works with the Fire Marshal and Building Official to ensure all fire inspections are performed for all commercial based businesses or home-based businesses when required.

Maintains hotel-motel tax reports and excise tax for alcoholic beverages and ensures timely and accurate reporting.

Works with Code Enforcement and Tax Assessor's office to report all illegally operating businesses and follows up until case is closed.

Prepares and mails permits to applicants as warranted.

Answers incoming calls performing various related duties such as guidance and direction, routing calls to appropriate personnel, taking messages for various individuals, etc.; provides assistance and guidance to visitors.

Processes letters of correspondence for department personnel as needed.

Performs various other clerical duties such as word processing, preparing copies, filing forms, ordering office supplies, maintaining supplies required for the completion of assignments, processing all incoming and outgoing mail, etc.

Assists with Maintaining all department documents including maps, flood area logs, and zoning information; provides assistance to the general public in answering questions regarding same.

Enters all pertinent data into computer system.

Maintains cash receipts journals, balances cash box, prepares bank deposits, and makes related journal entries. Prepares daily reports from Xpress-pay and City Tech and checks both for accuracy on a daily basis for weekly deposits.

Serves as office contact for the Spalding County Planning and Zoning Board and Board of Appeals, offering advice and information to individuals and businesses wishing to apply for a new zoning classification.

Prepares necessary information required for public hearings before the Planning Commission, County Board of Commissioners, and Board of Appeals; maintains minutes and records of hearings and posts legal notification as required.

Prepares monthly report of departmental activities for submission to the County Manager.

Accepts applications for alcoholic beverage sales within the County and entering all alcohol license applications in Novus Agenda for Board of Commissioner approval. Maintains all records in accordance with Georgia Bureau of Investigations (GBI) requirements and performs a biennial audit with the GBI. Works closely with the Sheriff's office to provide required information for each alcohol licensee for fingerprint and background checks and Door to Door Canvassing Sales Licenses.

Assists in Maintaining data pertaining to County Paving Assessments.

Assists with Receiving and answering all citizen's questions concerning licenses, fees, inspections, or zoning.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required including completing open records requests as assigned, performing record retention as required.

November 21, 2022

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